

*Best Case Scenario

**Arizona State Land Department
Public Education Lease Application Process***

C. White, Administrator

	Days	Type	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
Phase I: Pre-Application Phase														
1. Pre-Application Conference														
Analysis of available State Land sites														
Preliminary Site Selection(s)														
2. Prepare 30-day comment letters	15-30	S												
To: State Land Departments,														
State/County/Municipalities,														
SHPO (State Historic Preservation Office),														
Army Corps (404 permits), etc.														
3. Receipt of & Review of Comment Letters	30-45	T												
Add time to resolve issues disclosed														
4. ASLD Commissioner's Approval to Proceed, inform School District	15-30	P												
Phase II: Formal Application Phase														
1. Initial Processing Formal Application	15-30	T												
2. Site Appriasal and Appraisal Review	60-90	S												
Appraisal ordered & Reviewed by ASLD														
Paid for by SD/SFB														
3. Notice of Appraisal sent/Appeal time	30-45	S												
4. ASLD Review Committee	10-15	T												
Preparation														
Presentation to Review Committee														
5. ASLD Board of Appeals (final approval)	30	S												
Schedule & Present (meets once/month)														
6. Ten-week Statutory Advertising Period	70	S												
Advertise auction date														
7. Schedule/Conduct Auction	30	T												

Note: This timeline assumes no significant issues, delays, or special circumstances which might require additional time.

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